

**General Institution**

**1 AP 3420 EQUAL EMPLOYMENT OPPORTUNITY**

**2 References:**

- 3 Education Code, Sections 87100 et seq.;
- 4 Title 5, Sections 53000 et seq. and Sections 59300 et seq.;
- 5 ACCJC Accreditation Standard 3;
- 6 Government Code Sections 7400 et seq. and 12940 et seq.

**7 Equal Employment Opportunity (EEO) Plan**

8 The District's Diversity and Equal Employment Opportunity Advisory Committee  
9 (DEEOAC) will develop the District's EEO Plan under the direction of the  
10 President/Superintendent and with input from all college constituent groups. The District's  
11 EEO Plan will be reviewed and adopted at a regular meeting of the board, where it is  
12 agendized as a separate action item and not part of the consent agenda. The District shall  
13 develop the EEO Plan no later than the date specified by the state Chancellor's Office.

14 The District's EEO Plan will be a written document which describes the District's EEO  
15 program. The EEO Plan shall comply with Title 5 requirements and shall include:

- 16 • specific pre-hiring, hiring, and post-hiring EEO strategies the District intends to  
17 implement each year over the life of the plan;
- 18 • a schedule identifying the timetables for implementation of the identified EEO  
19 strategies;
- 20 • identification of the district EEO officer, with delegated responsibility and authority  
21 for implementing the EEO Plan and assuring compliance with Title 5 regulations;
- 22 • the District's Employment Selection Procedures developed in accordance with BP  
23 2510 titled Participation in Local Decision-Making;
- 24 • the procedure for filing complaints and the person with whom such complaints are  
25 to be filed;
- 26 • a process for notifying all District employees of the provisions of the plan and the  
27 policy statement required;
- 28 • a Diversity Plan;
- 29 • annual reporting requirements;
- 30 • District's program for the promotion of workforce diversity, including a process for  
31 period and annual data reviews and a process to utilize data from reliable public  
32 and private sources to determine whether "monitored groups" as defined by Title  
33 5, Section 53001, are underrepresented within district job categories and  
34 strategies for addressing any underrepresentation; and
- 35 • additional steps that address Title 5 requirements.

36 The District will post a copy of the EEO plan on the District's website.

37 The District will make a continuous good faith effort to comply with the requirements of  
38 the plan.

### 39 **Annual Reporting**

40 The District shall collect and continually monitor its employee and applicant demographic  
41 data to evaluate the implementation of the EEO plan and to conduct the analyses required  
42 by Title 5. An annual demographic report shall be provided to the state Chancellor's  
43 Office, in a manner prescribed by the Chancellor. An annual report on the status of  
44 diversity in District Employment Selection Procedures will be prepared and presented to  
45 the DEEOAC, the Board of Trustees, and the state Chancellor's Office.

46 The District data collection will allow applicants and employees to identify their gender  
47 (including non-binary options), ethnic group identification and, if applicable, disability in a  
48 manner prescribed by the state Chancellor's Office consistent with state and federal law.

### 49 **Diversity and Equal Employment Opportunity Advisory Committee**

50 The District shall establish and maintain a Diversity and Equal Employment Opportunity  
51 Advisory Committee (DEEOAC) which will include a diverse membership and represent  
52 all college constituent groups. The responsibilities of the Committee will include but not  
53 be limited to the following:

- 54 • receive training in all of the following: applicable Title 5 regulations and of  
55 state and federal nondiscrimination laws; the educational benefits of  
56 workforce diversity; the identification and elimination of bias in hiring  
57 decisions; and the role of the advisory committee in drafting and  
58 implementing the District's EEO Plan;
- 59 • review and advise on employment selection procedures, selection committee  
60 and process monitor training, recruitment efforts, and processes that impact  
61 the District's ability to attract and retain a diverse faculty and staff;
- 62 • recommend special training or staff development needs, including sexual  
63 harassment training, to the President/Superintendent;
- 64 • review the EEO Plan and programs, and monitor their implementation;
- 65 • recommend changes needed in the EEO Plan and programs; and
- 66 • review the annual written report to the President/Superintendent, the Board of  
67 Trustees, and the state Chancellor's Office, and analyze any pertinent data.

### 68 **Employment Procedures**

#### 69 **Identification of Positions – Recruitment and Hiring**

70 The District's Educational Master Plan and this Administrative Procedure, which will be  
71 included in the District's EEO Plan, will guide the identification of positions that the District  
72 will fill in any fiscal year.

#### 73 **Identification of Management Positions to be Filled**

##### 74 ***Recruitment for a Vacated Position***

75 When a management position is vacated, the manager who supervises the position  
76 analyzes the needs of the division/area supervised by the vacated position, the  
77 division/area plan, and the Educational Master Plan. If the supervising manager

78 determines that there is a need to continue the position, the manager will complete an  
79 Employment Request Form and a brief justification for the need to continue the position  
80 and submit to the appropriate Vice President. The Executive Council will then review the  
81 request and determine whether the position will be filled and the timing for the recruitment.

## 82 ***Recruitment for a New Management Position***

83 1. When a supervising manager or administrator (President/Vice President)  
84 determines that there is a need for a new management position to manage a  
85 division/area/program, the supervising manager or administrator will write a  
86 justification for the position that will be presented to Executive Council for review.  
87 The justification should include: a budget analysis indicating the cost and funding  
88 source(s) for the position, an analysis of the need in the division/area/program that  
89 requires the management position, and the goals and objectives of the Educational  
90 Master Plan that will be enhanced, realized, or advanced by the management  
91 position. The justification for the position may be presented as part of a  
92 unit/division plan or a direct request to Executive Council, if the need for the  
93 position emerges outside of the timing for the regular planning process.

94 2. If Executive Council determines that the new management position proposed by  
95 the unit/division plan, supervising manager, or administrator is consistent with the  
96 District's Educational Master Plan's goals and objectives and is fiscally feasible, it  
97 will direct the supervising manager or administrator to prepare a proposed job  
98 description for review by Human Resources. After review, Human Resources will  
99 place the proposed job description and justification on the Board Agenda with  
100 consultation from the appropriate manager or administrator. Upon Board approval,  
101 Executive Council will direct the timing of the recruitment for the position.

102 3. The District may apply for a grant which provides funding for a new management  
103 position for the grant funds/program. In this case, the job description will be  
104 developed in the grant application process in collaboration with Human Resources.  
105 Upon receipt of grant funding, a job description will be placed on the Board Agenda  
106 for approval. The recruitment for this position will indicate that continued  
107 employment is contingent on continued grant and/or alternate funding.

## 108 **Identification of Full-Time Faculty Positions to be Filled**

### 109 ***Recruitment for Full-Time Faculty Positions***

110 1. During the Fall semester of each year, the District determines the District's full-  
111 time faculty recruitments for that academic year. The procedure is guided by the  
112 Educational Master Planning process.

- 113 • Each Fall semester, as part of the annual planning process, department chairs  
114 will indicate new hire requests in the annual planning software.
- 115 • The following Spring, faculty and managers who have indicated a new hire  
116 request as part of the annual planning software fill out and submit a faculty  
117 hiring position request form to the Faculty Hiring Prioritization (FHP) Committee  
118 using relevant data and a narrative justifying the need for a fulltime position.

- 119 Department chairs and managers will work together to submit the request for  
120 new faculty. Divisions will not rank faculty hiring requests.
- 121 • A list of all faculty hiring requests will be forwarded to the Faculty Senate by the  
122 co-chairs of the FHP Committee.
  - 123 • Requests for new faculty not submitted through annual planning software are  
124 not eligible for ranking by the FHP Committee, no exceptions.
  - 125 • Early in the following Fall semester, the Faculty Hiring Prioritization Committee  
126 will review and evaluate the requests based on the specified criteria (See  
127 Faculty Request Form and Directions).
  - 128 • All faculty hiring requests will be ranked, regardless of how many positions may  
129 be available.
  - 130 • New faculty requests will be ranked using the FHP Norming Model.
  - 131 • In addition to the norming model, the FHP Committee members will score  
132 qualitative questions. Scores from the qualitative questions will be averaged  
133 and added to the Norming Model scores to create the prioritized list for  
134 recommendation.
  - 135 • The prioritization list will be forwarded to the Executive Council for action. The  
136 list will also be forwarded as an information item only to the Faculty Senate and  
137 Planning and Budget Committee.
  - 138 • The Executive Council considers the FHP Committee Faculty Priority List, the  
139 District's budget, the District's Faculty Obligation Number (FON), current  
140 staffing, and the Educational Master Plan goals and objectives to finalize the  
141 full-time faculty positions on the list in the recommended order for which the  
142 District will begin recruiting.
  - 143 • The President/Superintendent acts on the Executive Council's  
144 recommendations and forwards positions to the District as appropriate. Should  
145 the President/Superintendent override any of the ranked positions, he/she/they  
146 must present a written explanation of that decision to the FHP Committee,  
147 Faculty Senate, and Planning and Budget.

#### 148 **Identification of Classified/Confidential Position to be Filled**

#### 149 ***Recruitment for a Vacated Classified/Confidential Position***

- 150 1. When a classified/confidential position is vacated, the manager who supervises  
151 the position must, at a minimum, analyze: (1) the needs of the division/area in  
152 which the vacancy occurs, (2) the budget for the division/area, (3) the division/unit  
153 plans, and (4) the Educational Master Plan. If the supervising manager determines  
154 that there is a need to continue the position, he/she/they will submit an  
155 Employment Request Form and a brief justification for the need to continue the  
156 position to the appropriate Vice President or President/Superintendent.
- 157 2. The Vice President or President/Superintendent will prioritize all requests to fill  
158 vacated classified/confidential positions in his/her/their area. The prioritized list  
159 and justification will be presented to Executive Council.
- 160 3. Executive Council will review the requests and the prioritized lists of positions to  
161 determine if a position will be filled, if an in-house recruitment is appropriate, and  
162 the timing for any approved recruitments.

163 **Recruitment for a New Classified/Confidential Position**

164 When a unit/division identifies the need for additional classified/confidential staff through  
165 the annual review and/or unit planning processes, the justification for the position must  
166 be included in the unit and/or division plan. The request will be prioritized through the  
167 planning process and resources identified to support the position. The division/area will  
168 be notified of the allocation and the supervising manager will complete an Employment  
169 Request Form to initiate recruitment.

170 **Job Descriptions**

171 Every job description will provide a general statement of job duties and responsibilities.  
172 Job descriptions will be accessible to all applicants.

173 Job descriptions will contain minimum qualifications for the position.

- 174 • Minimum qualifications for faculty shall, at least, comply with State minimum  
175 qualifications and any Board approved local standards.
- 176 • Minimum qualifications for management positions shall comply with mandates of  
177 the Education Code and any Board approved standards.

178 Job descriptions will contain a statement of bona fide essential functions.

179 **Recruitment**

180 The District will follow the recruitment procedures contained in the District's Employment  
181 Selection Procedures within the District's EEO Plan.

182 The application for employment will afford each applicant an opportunity to identify  
183 himself/herself/themself voluntarily as to gender, ethnicity, and, if applicable, his/her/their  
184 disability. This information will be maintained in confidence and will be used only for  
185 research, validation, monitoring, evaluation of the effectiveness of the EEO Plan, or as  
186 authorized by law.

187 The District shall maintain records of the diversity of the applicant pool at designated  
188 stages of the recruitment as specified in Title 5 regulations and the District's EEO Plan.  
189 The District will use this information to inform its recruitment and selection programs.

190 **Screening and Selection**

191 The District shall follow mandates of the Education Code, Title 5 regulations, the District's  
192 EEO Plan, and the District's Employment Selection Procedures in employment of all  
193 faculty and staff.

194 **Delegation of Authority**

195 The District has designated the Director of Diversity, Compliance, and Title IX Coordinator  
196 with overseeing the day-to-day implementation of the EEO Plan and its programs and  
197 with the implementation of AP 3435 titled Discrimination and Harassment Investigations.

198 **Complaint Procedure**

199 The District will follow AP 3435 titled Discrimination and Harassment Investigations in  
200 addressing such complaints in the employment process.

201 **Job Announcements**

202 All job announcements will contain a statement in substantially the following form: The  
203 District is an equal opportunity employer. The District is strongly committed to achieving  
204 staff diversity and the principles of equal opportunity employment. The policy of the  
205 District is to encourage applications from persons who are economically disadvantaged  
206 and individuals belonging to significantly underrepresented groups within the District's  
207 workforce including ethnic and racial minorities, women, and persons with disabilities.  
208 The District encourages a diverse pool of applicants and does not discriminate on the  
209 basis of ethnicity, race, color, national origin, ancestry, sex, gender, gender identify,  
210 gender expression, sexual orientation, age, religious creed, marital status, physical  
211 disability, mental disability, medical conditions, genetic information, political or  
212 organizational affiliation, or veteran or military status in any of its employment policies,  
213 practices, or procedures.

214 **Dissemination and Revision of the EEO Plan**

215 All managers will be given copies of the EEO Plan and any updates or revisions that may  
216 occur over time. The EEO Plan will be accessible to the campus community online. The  
217 EEO Plan will be provided to the Faculty Senate and the exclusive representatives of any  
218 units of employees.

219 Statements of nondiscrimination will be posted in the Human Resources Office, on its  
220 web page, and distributed to employees annually.

221 The EEO Plan shall be reviewed at least every three years and, if necessary, revised and  
222 submitted to the state Chancellor's Office within 90 days of the effective date of the  
223 revision or amendment(s). If the Chancellor determines that a District's policies do not  
224 comply with Title 5 Sections 59300 et seq., the Chancellor may require the District to  
225 modify its policies.

226 **Accountability and Corrective Action**

227 The District shall certify annually to the State Chancellor that they have timely:

- 228 • Recorded, reviewed, and reported the data required regarding qualified applicant  
229 pools;
- 230 • Reviewed and updated, as needed, the Strategies Component of the district's EEO  
231 Plan; and
- 232 • Investigated and appropriately responded to formal harassment or discrimination  
233 complaints filed pursuant to subchapter 5 (commencing with section 59300) of  
234 chapter 10 of this division.

235 Office of Primary Responsibility: Vice President, Human Resources

---

**Date Approved:** January 31, 2011

**Date Revised:** December 10, 2018; April 3, 2023; November 4, 2024

**Date Reviewed:** January 16, 2019